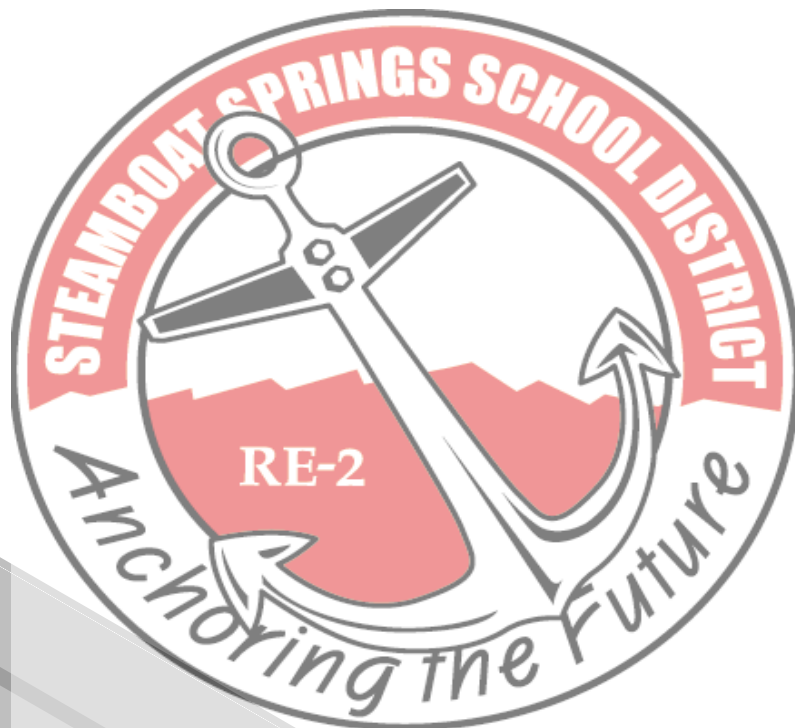


# **STEAMBOAT SPRINGS SCHOOL DISTRICT TECHNOLOGY HANDBOOK**



The Steamboat Springs School District provides:

- On-site and remote access to all district applications via Citrix
- Free Microsoft Office software available for home computers while employed in district
- A District Technology Team to support our network, computers, and our everyday computer use
- Approximately 1,000 networked computers, with computers available in every classroom for staff and student use
- Secondary schools: At least three computer labs equipped with 30 computers in each school
- Elementary schools: One computer lab and classroom mini-labs of 5 computers each
- Safari Montage video delivery to every teacher's desktop
- A student information system [Infinite Campus] with electronic grade book, Messenger system, and parent portal
- On-line resources for research in Library Media Centers that are a part of the Marmot consortium and linked directly with Bud Werner Public Library
- Technology training opportunities
- Access to student assessment data [Alpine Achievement]
- iPad pilot at Middle School; iPads for Secondary Teachers; classroom set of iPads at elementary schools
- Wireless access throughout schools

Our Technology Team members are:

Tim Miles, Director of Technology	871-3481
Byron Radcliff, Senior Network/Operations Engineer	871-3515
Dave Holloway, Senior Network/Operations Engineer	871-3363
Laura Anderson, Technology Support Specialist	871-3681
Kandise Gilbertson, Technology Support Specialist	871-3591
Cory Truelove, Associate Network Engineer	871-3489
Eric Dose, Associate Network Engineer	

TO: All regular staff (certified and classified)  
FROM: Dale Mellor  
RE: Computer Purchase Program

Just a short note to let you know that for the 2008-2009 school year, the District will once again be sponsoring a computer purchase/payroll deduction program as we have done in recent years. This will be for the benefit of all regular certified and classified staff. You do not have to be full time, but you do have to be a regular employee, not a substitute-on-call.

You will be able to purchase the computer and/or peripherals of your choosing with "front" money by the District and payroll deduction of that amount spread over the year.

It will be your responsibility to:

1. Choose the hardware, software, and/or peripherals you want.
2. Pay for the items by cash, check, or credit card and get an itemized receipt. (Hint: Some vendors may be willing to hold your payment and purchased items until you receive your payment from the school.)
3. Agree that the items are for your use and not for resale.
4. Submit the itemized receipt and school district requisition listing yourself as the vendor to the District Office on or before the 1st of the month. We will issue you a check for the full amount on payday of that month. (If you get your information in after the 5th you will receive your check the following month.)
5. Authorize payroll deductions beginning the month you receive your "front" money over the balance of the year.
6. Contact Anne at the District Office if you have any questions.

PAYROLL DEDUCTION AUTHORIZATION  
FOR COMPUTER PURCHASE

I authorize the sum of \$\_\_\_\_\_ to be deducted from my paychecks. The first deduction will occur on my paycheck and will continue throughout the 2008-2009 school year until paid in full. The amount to be deducted out of my paychecks will be \_\_\_\_\_ for \_\_\_\_\_ months.

I agree to pay for the items I select and submit the following items: itemized receipt, a completed requisition listing myself as vendor, and this completed form.

I agree that the items purchased are for my use and not for resale. I further agree that if I terminate employment before the payroll deductions are complete it will be my responsibility to pay the entire amount due.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

## DISTRICT EMAIL OVERVIEW

All school district employees are granted access to an Exchange email account via Outlook to facilitate interoffice communication and communication with parents.

The school district maintains its own email server. An email account is issued to each employee upon employment. New employees are required to acknowledge in writing that they have received and read the Electronic Mail Policy. All emails are archived permanently.

## Accessing your Email

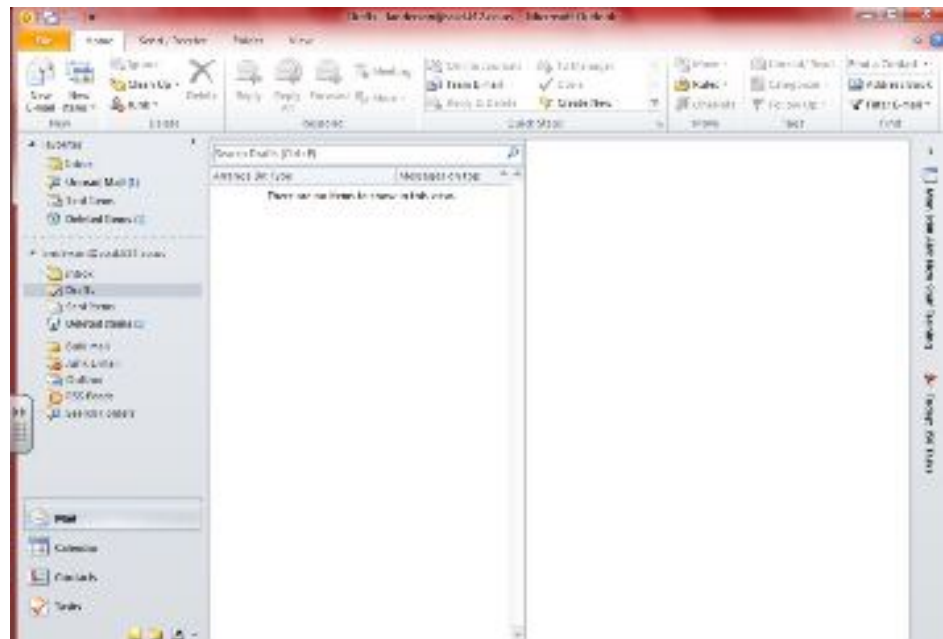
There are two ways to access your email:

1. On your computer desktop (inside network environment):

When you log on to a district networked computer with your user name and password, you will see a desktop icon.

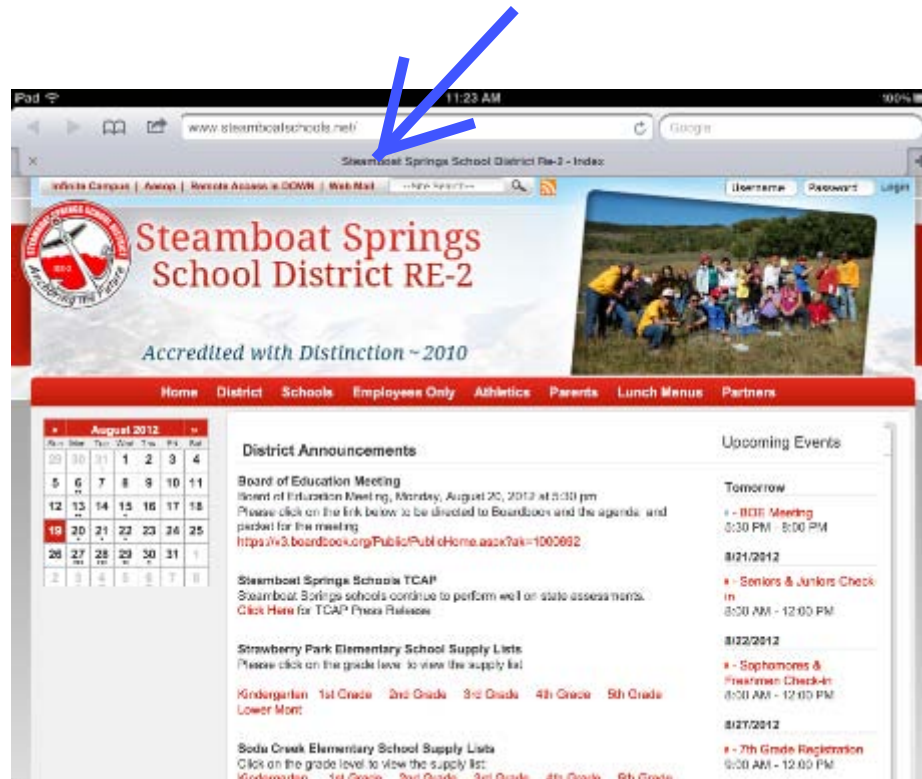
When you click on the icon, Microsoft Outlook will open your email. The first time you open Outlook, you may have to do a first-time setup. Just let the fields autofill and keep clicking "Next" until Outlook opens.

*Desktop  
icon*



## 2. Webmail:

If you are outside our network, you can access your mail via the internet. Go to the district website at <http://www.steamboatschools.net> and open the webmail quick link in the upper left corner of the web page.



**Example: Use your computer login when you see this screen:**

Microsoft®  
**Outlook Web App**

Security ( [show explanation](#) )

☒ This is a public or shared computer  
☐ This is a private computer

☐ Use the light version of Outlook Web App

User name:

Password:

Connected to Microsoft Exchange  
© 2010 Microsoft Corporation. All rights reserved.

## **Electronic Mail**

Electronic mail is an electronic message that is transmitted between two or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval. Electronic mail includes all electronic messages that are transmitted through a local, regional, or global computer network.

All district electronic mail systems are owned by the district and are intended for the purpose of conducting official district business only. District electronic mail systems are not intended for personal use by employees of the district and employees should have no expectation of privacy when using the electronic mail systems.

Users of district e-mail systems are responsible for their appropriate use. All illegal and improper uses of the electronic mail system, including but not limited to pornography, obscenity, harassment, solicitation, gambling and violating copyright or intellectual property rights are prohibited. Use of the electronic mail system for which the district will incur an expense without expressed permission of a supervisor is prohibited.

Electronic messages are not for private or confidential matters. Because there is no guarantee of privacy or confidentiality, other avenues of communication should be used for such matters. Except for directory information, student records will not be transmitted by electronic mail. Care should be taken when forwarding an electronic mail message. If the sender of an electronic mail message does not intend for the mail to be forwarded, the sender should clearly mark the message “Do Not Forward”.

In order to keep district electronic mail systems secure, users shall not leave the terminal “signed on” when unattended and shall not leave their password available in an obvious place near the terminal or share their password with anyone except the electronic mail system administrator.

The district retains the right to review, store and disclose all information sent over the district electronic mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation and to access district information in the employee’s absence.

Except as provided herein, district employees are prohibited from accessing another employee’s electronic mail without the expressed consent of the employee. All district employees shall be made aware that electronic mail messages can be retrieved even if they have been deleted and that statements made in electronic mail communications can form the basis of various legal claims against the individual author or the district.

Electronic mail sent or received by the Board, the district or the district's employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All Board and district electronic mail communications shall be monitored in accordance with the attached regulation to ensure that all public electronic mail records are retained, archived and destroyed in compliance with state law.

The custodian of records for the district shall assist the public in locating any specific public electronic mail record requested and shall ensure public access to public electronic mail records without unreasonable delay or cost.

District employees shall be subject to disciplinary action for violation of this policy and regulation. The superintendent shall ensure that all district employees have notice of this policy and regulation and that each district employee is given an acknowledgment form to sign stating they have received and read the policy and regulation. The form will be maintained in the employee's personnel file.

**LEGAL REF.:** CRS 24-6-401 et seq. (Colorado Sunshine Act)  
CRS 24-72-201 et seq. (Colorado Open Records Act)  
CRS 24-80-101 et seq. (State Archives and Public Records)  
Originally Adopted: December 7, 2005

Posted as NNP 38 on <http://www.sssd.k12.co.us/common/content.asp?PAGE=259>



## **Monitoring Public Electronic Mail Records**

Upon sending or receiving electronic mail, all users shall segregate or store public electronic mail records.

Public electronic mail records are those that evidence the district's functions, policies, decisions, procedures, operations or other activities of the district or that contain valuable district data. Segregation/storage may be accomplished by creating a separate storage location for public electronic mail on the hard drive of the recipient's computer or terminal, by saving public electronic mail to a disk or similar storage apparatus or by printing the electronic mail on paper and deleting it from the electronic mail system. If the electronic mail is printed on paper, that document will be located with other documents having similar retention characteristics and will be treated like any other public record of the district. If a separate storage location or disk is used, it must be clearly identified as "public electronic mail".

All district public electronic mail records that have not previously been printed on paper shall be retained by the recipient for a period of 180 days. Prior to expiration of the 180-day period, the recipient shall notify the custodian of records for the district.

The custodian shall review the electronic mail records and determine whether in his or her judgment the records are public electronic mail records. All electronic mail determined to be public shall be archived by the district in a manner that does not require proprietary software to retrieve the electronic mail and shall be treated like any other public record of the district. Electronic mail records determined not to be public records shall be destroyed.

# Telephone and Voice Mail Overview

Steamboat Springs School District uses Nortel Networks' full-featured IP phones and Avaya's Call Pilot Voice Mail system. Each district employee will be assigned a voice mail number.

Generally, the voice mail numbers follow a numbering plan as shown below. To access the district staff directly, go to the district website. On the District Tab, select "Contact Us," and you will see a link to the staff directory.

---

ADMIN. BUILDING	31 XX
SODA CREEK ELEM.	33 XX
STRAWBERRY PARK ELEM.	34 XX
S.S. MIDDLE SCHOOL	35 XX
S.S. HIGH SCHOOL	36 XX

Except for the high school where the phones are not in the classrooms, incoming external phones calls are set up to go directly to voice mail. You can dial a 1xxx internal extension from another internal phone and the phone will ring directly to a classroom during class hours. This 1xxx internal extension list is published by the building office staff.)

When you get your voice mailbox number, you will want to initialize your box and create your personal greeting. Use the Call Pilot Voice Mail Quick Reference Guide to set up your voice mailbox (next page).

## TELECOMMUNICATION GUIDELINES

- 1) Be sure to check your voice mailbox at least twice a day.
- 2) Keep your greetings current and up to date. Inform callers when you are on vacation or unavailable to check voicemail. They will appreciate knowing when you will be able to get back to them.

### SAMPLE GREETINGS:

- Hello. You've reached the voice mailbox for Steve Sanders. I am currently unable to take your call but I would be happy to return your call if you leave a message. Thanks.
- Thanks for calling the voice mailbox for Tracey Smith. I am currently on vacation and will not be checking voicemail till after January 4th~ Please call back then and I will be happy to return your call Thanks.

- 3) Be responsible and return people's calls!

**CALL PILOT VOICE MAIL  
QUICK REFERENCE GUIDE by**



**STEAMBOAT SPRINGS SCHOOL DISTRICT**

**INITIALIZING YOUR VOICE MAIL**

**LOG IN**

**Dial 3500** or press **MESSAGE/INBOX**  
Enter mailbox number, Press #,  
Enter default password, Press #

Follow instructions below to change your password and record your name.

**ESTABLISHING  
NEW PASSWORD**

**Your default Password is "12" + your mailbox**

New Password can be 4 – 16 digits long  
**Cannot be your extension, single digit repeated or consecutive digits**

Press **84**

Enter **Old** Password and #

Enter **New** password and #

Enter **New** Password again and #

(System will ask you to change password in 365 days)

Press **4** to go to another activity

**RECORD  
YOUR NAME**

Press **829**

Press **5**, wait for tone

Record name, press #

Press **2** to listen to name

To re-record press **5**

Press **4** to go to another activity, or **83** to Log Out

**LOG IN**

**LOG IN**

**Dial 3500** or Press **MESSAGE/INBOX** key and

From your extension – Press #, password, #

From a shared extension or another desk – **YOUR** mailbox, #, password, #

Outside the building – Dial **871-3500**, mailbox, #, password, #

**CREATING YOUR PERSONAL GREETING**

Log into your Mailbox

Press **82** and enter one of the following:

**1** – For **External Greeting**

**2** – For **Internal Greeting**

**3** – For **Temporary Greeting**

Press -

**5** – begin recording, # to stop

**2** – to playback

**76** – to delete or

# - to approve

**4** – to exit

**Temporary Greeting**

To set Expiring Date and Time

Press **9** – enter **Month** and #, **Date** and #, **Time** and #

Press # only for current month or day

Press #, #, # to set no time

Press **4** – to exit

**PLAYING YOUR MESSAGES**

Press **2** to listen to message

To stop, press #

To resume playback, press **2**

To skip forward, press **3**

To skip backward, press **1**

To delete, press **76**

**TO REVIEW MESSAGES**

To hear next message, press **6** & **2** to play

To hear previous message, press **4** & **2** to play

**TO DELETE MESSAGES**

Press **76**. To restore, press **76** again while still in the same voice mail session. (note: if you log out, the message is lost)

**TO FORWARD MESSAGE**

Listen to message, press **73**

Enter mailbox number plus #, # again

Press **5** to record introduction

Press # to end recording

Press **79** to send

Press **83** to log out

**CREATE A DISTRIBUTION LIST**

Log in, press **855**

Enter list number (1 to 99), then press #

Press **5** to start entering addresses

Enter mailbox numbers plus #, # again when finished

Press **83** to log out.

**COMPOSING A MESSAGE (while in mailbox)**

Press **75**

Enter mailbox number plus #, # again

**5** – to record, # to end the recording

**79** - to send

**TAGGING OPTIONS**

After composing a message, Press **70**

**1** – Urgent

**4** – Private

**5** – Acknowledge

**6** – Timed Delivery

then press **79** - to send

**EXPRESS MESSAGING**

Leave a message to another mailbox without logging in  
Dial **3501** or **871-3501** (outside the system)

Enter mailbox number and #

Say your message at tone

**TO CHANGE DIAL 0 CUSTOM OPERATOR**

Press **801** for mailbox options

Enter the new custom operator number

**MAILBOX COMMANDS 8+**

**8\*** Mailbox Help

**82** Greetings – External, Internal, Temporary, record name

**83** Log Off

**84** Password

**855** Create Distribution List

**MESSAGE COMMANDS 7+**

**7\*** Message Help

**70** Message Options – Urgent, Private

**71** Reply

**72** Play Envelope

**73** Forward

**75** Compose

**76** Delete

**79** Send

## The IP Phone 2002: Classrooms





# 2002IP TELEPHONE SETS QUICK REFERENCE GUIDE by



STEAMBOAT SPRINGS SCHOOL DISTRICT

## PLACING A CALL

**Internal** - Hear dial tone  
Dial 4-digit extension number

**External** - Hear dial tone  
Dial 9 and number  
Long Distance - 9 and 1, area code and number

**On hook dialing** - Press a free extension  
Hear dial tone  
Dial the number  
Pick up handset when line starts to ring  
Press **Goodbye** button to hang up

## HOLD

Press **HOLD** button to put active call on hold  
Press line key besides flashing indicator to retrieve call

## TRANSFER softkey

While on the first call (placed or received)  
Press **Transfer** softkey  
Hear dial tone  
Dial extension number, announce call or wait for first ring  
Press **Transfer** softkey  
Press **Goodbye** or hang up

## CONFERENCE softkey

To Cancel:  
Press your extension button to be reconnected to first call

While on the first call (placed or received)  
Press **Conference** softkey to place party on hold  
Hear dial tone  
Dial next party, when party answers  
Press **Conference** softkey a second time to conference all parties together

Press **Goodbye** button or hang up when done with call

## CALL PICKUP

To pick up a ringing call from another phone in your group

## MESSAGE INBOX

Hear dial tone  
Press **More..** softkey, press **Call Pickup** softkey  
You are connected to caller

To access your voice mailbox, press **Message (Inbox)**

Press **Message(Inbox)** button to access your voice mailbox  
Dial mailbox number, press **OK** softkey  
Dial Password, then **OK** softkey again.

## RING AGAIN

Use Ring Again if you reach a busy tone, or no answer  
Your phone rings when the person becomes available.  
Pressing Ring Again, redials the number.

Dial the number, hear busy or no answer  
Press **Ring Again** softkey to invoke notification  
When your phone rings, press **Ring Again** softkey to call

## CALL PARK

Use Call Park to temporarily hold a call and retrieve it from another telephone.  
While on a call, press **Park** softkey twice  
By default the call is parked on your extension number

To retrieve a parked call from any other phone:  
Lift handset, press **Park** softkey and dial your extension number.

## CALL FORWARD ALL CALLS (DO NOT DISTURB)

Forward redirects your calls to another extension

With handset on-hook  
Press **Forward** softkey  
Dial extension number (3500 is voice mail)  
Press **Forward** softkey again

To Cancel:  
With handset on hook  
Press **Forward** softkey

To reactivate call forward to the same number:  
Press the **Forward** softkey twice

Use **Forward** softkey to prevent all incoming calls.  
**Forward calls to 3500** so callers may leave a message.

## LAST NUMBER

Hear dial tone  
Press main extension button once  
Last number called is redialed

## DIRECTORY KEY

Press Directory Key to access directory services menu. Use Navigation arrow keys to scroll through and select service

**Corporate Directory:** To access the corporate list  
**Personal Directory:** Store 100 personal entries  
Use **Copy** button to copy entries to your Personal Directory from other lists such as Caller List, Redial List or Corporate Directory.

**Callers List:** Stores 100 callers  
**Redial List:** Stores 20 previously dialed numbers

## SERVICES KEY

Press **Services** Key and use the Navigation arrow keys to scroll and highlight **Telephone Options**. Press **Select** softkey. Use Navigation arrow keys to scroll through, highlight and **Select** one of the following menus items.  
Press **Cancel** to exit from any menu or menu item.

**Telephone Options:**

- Volume Control: Ringer, Handset, Handsfree, Headset
- Contrast Adjustment
- Language
- Date/Time Format
- Call Timer
- Display Diagnostics
- Ring Type
- Chg Feature Key Label (customize screen labels)
- Set Info: General Info, Set IP info, Ethernet info, Server info

SPREE Code: 88



Use the **Navigation** keys to scroll through menus and lists appearing on the LCD display screen.



Use the **Volume control** bar to adjust the volume of the ringer, handset, speaker, and Handsfree.



Press the **Speaker** key to activate handsfree. The speaker LED indicator lights to indicate when handsfree is active.



Watch and use the **Softkeys** at the bottom of your display. They will help you with your options.

## The IP Phone 1120E/1140E: Administration Offices



# 1120E/1140E IP TELEPHONE SETS QUICK REFERENCE GUIDE by



STEAMBOAT SPRINGS SCHOOL DISTRICT

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Dial 4-digit extension number

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Dial 9 and number  
Long Distance - 9 and 1, area code and number

**On hook** - Press a free Intercom button or Handsfree button  
Hear dial tone  
Dial the number  
Pick up handset when line starts to ring  
Press **Goodbye** button to hang up

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Dial Password, then **OK** softkey again.

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- Date/Time Format
- Call Timer
- Display Diagnostics
- Ring Type
- Chg Feature Key Label (customize screen labels)
- Set Info: General Info, Set IP info, Ethernet info, Server info

SPREE Code: 88



Use the **Navigation** buttons to scroll through menus and lists appearing on the LCD display screen. Use the **Send/Enter** button in the center of the Navigation Button Cluster to confirm menu selection



Use the **Volume control** bar to adjust the volume of the ringer, handset, speaker, and Handsfree.



Press the **Speaker** key to activate handsfree. The speaker LED indicator lights to indicate when handsfree is active.



Watch and use the **Softkeys** at the bottom of your display. They will help you with your options.



# SSSD Remote Instructions

Open your browser and enter this URL: <https://remote.sssd.k12.co.us>

( "NOTE THE S on the end of HTTP" )

*You will see this screen. Read the notes in yellow below*

The screenshot shows the Steamboat Springs School District Remote Access page. The browser address bar shows the URL <https://remote.sssd.k12.co.us>. The page header includes navigation links: Infinite Campus, Aesop, Remote Access is DOWN, Web Mail, and a search bar. The main banner features the Steamboat Springs School District RE-2 logo and a photo of students climbing a rock wall. A red navigation bar contains links: Home, District, Schools, Employees Only, Athletics, Parents, Lunch Menus, and Partners. On the left, there is a calendar for August 2012. The main content area is titled "Welcome to Remote Access" and displays the STATUS as **DOWN**. Below this, a "Login Here" button is shown. At the bottom, there are links for downloading the Citrix Receiver for Desktops (Windows, Mac OS X, Linux). A note at the bottom asks users to email [techsupport@sssd.k12.co.us](mailto:techsupport@sssd.k12.co.us) if the steps do not work.

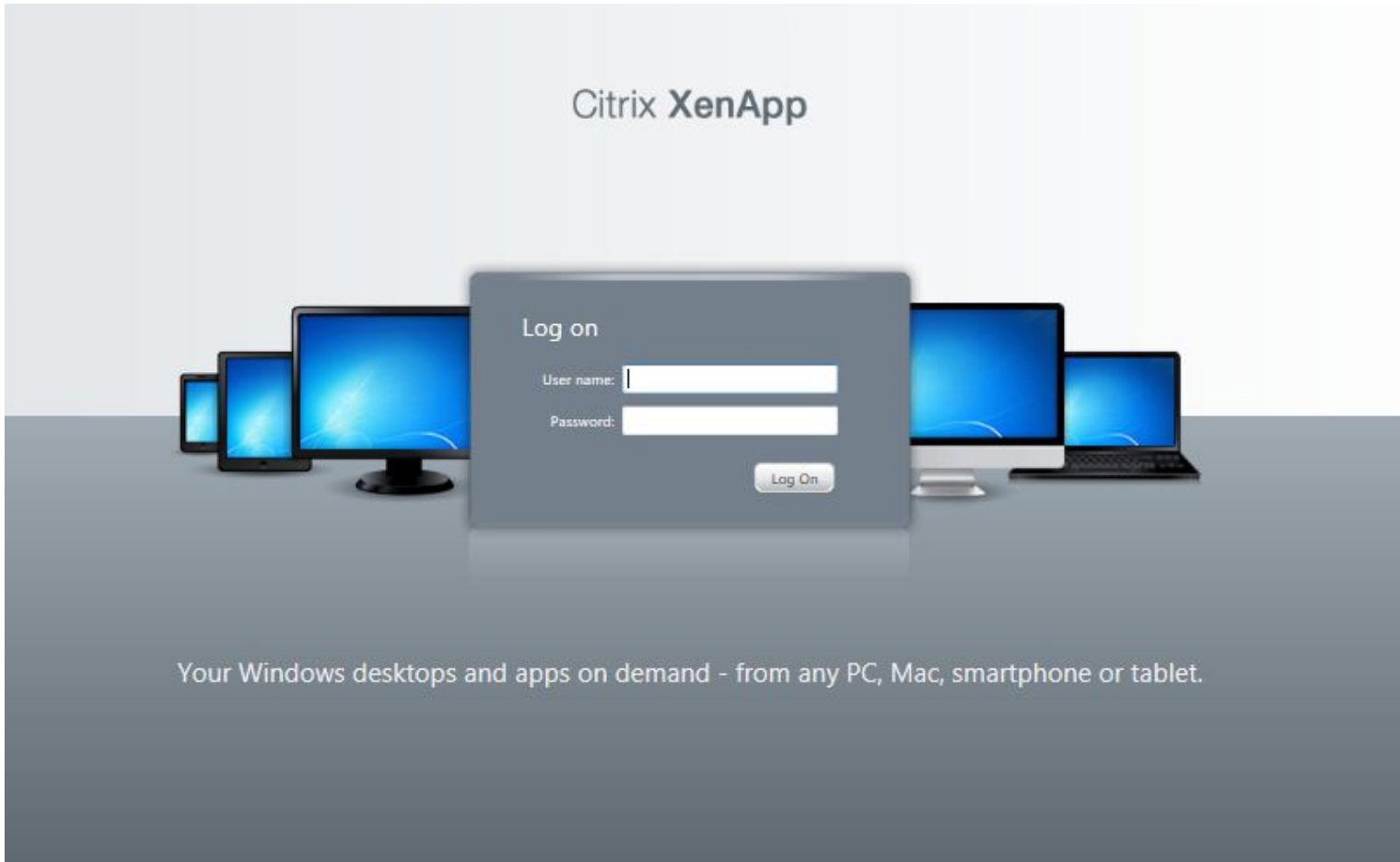
**1** Before you can use Remote access the first time, you need to download the Citrix Receiver, which allows your computer to connect to the district's network. Click here to get the download for your computer and install it.

**2** Once you have installed the receiver on your computer, all you have to do is click this icon to log into the school's network!

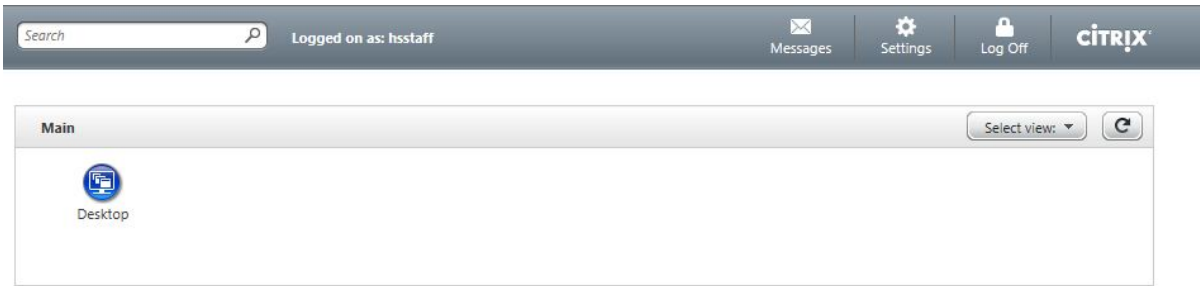
If tech team is working on Remote Access, it will show that the status is DOWN



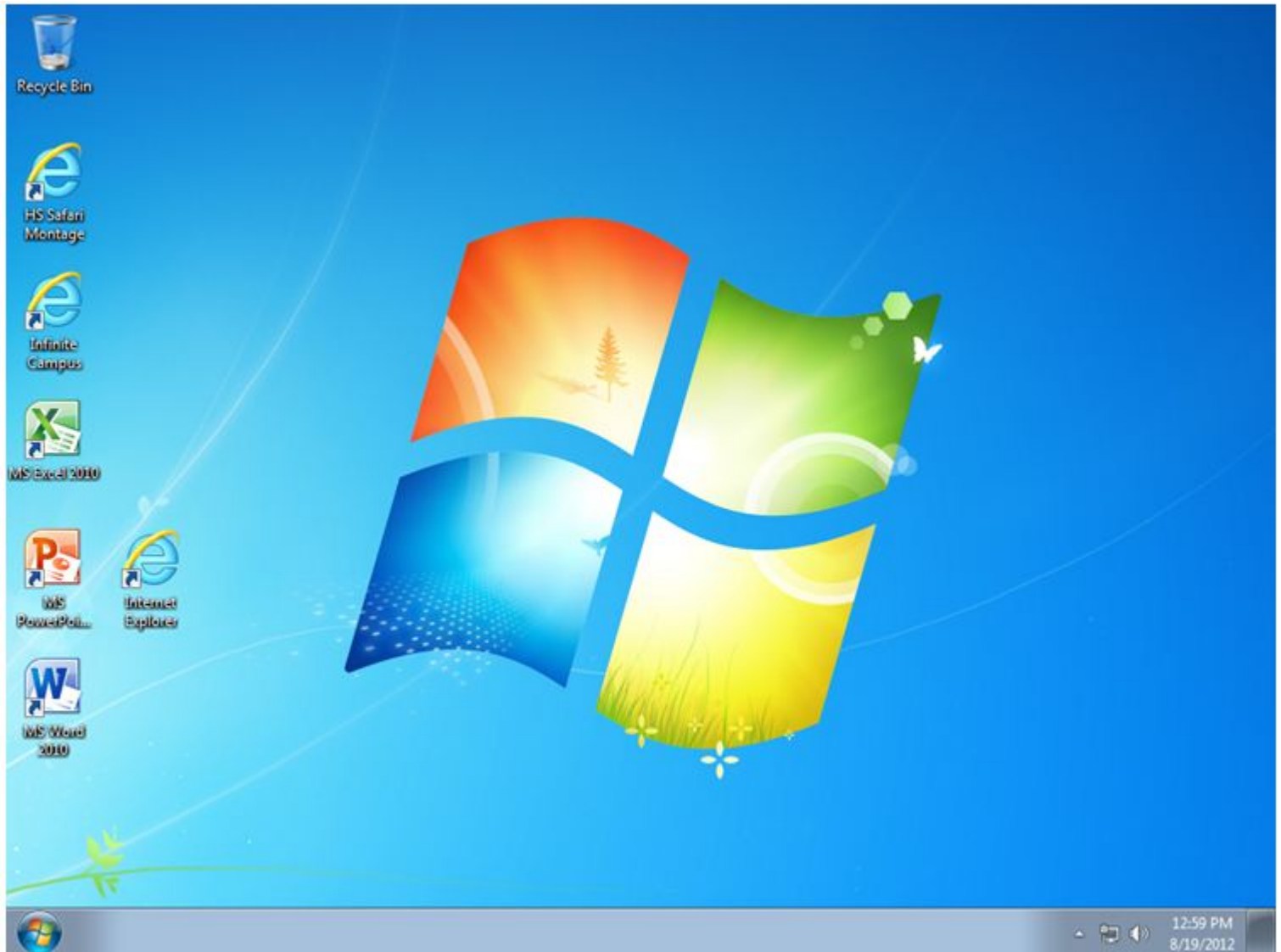
When you click the remote access icon (after installing the receiver the first time), you will see this screen. Use your computer login that you use to log in at school



On the next screen, click the "desktop" icon

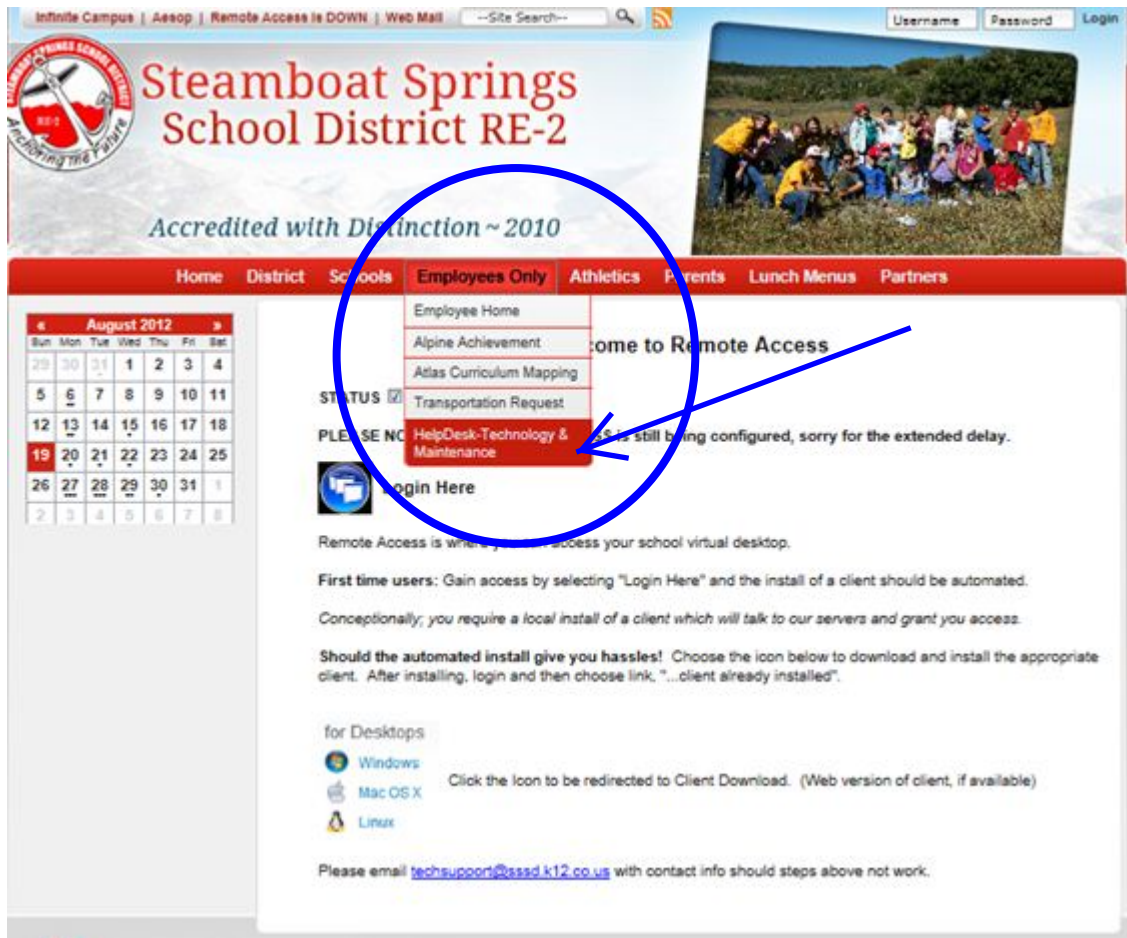


Now you are on a school computer's desktop! You should be able to go to My Computer in the start menu and see, open from, or save to your document folder or Group Shared folder. You also are able to use any of the school's applications.

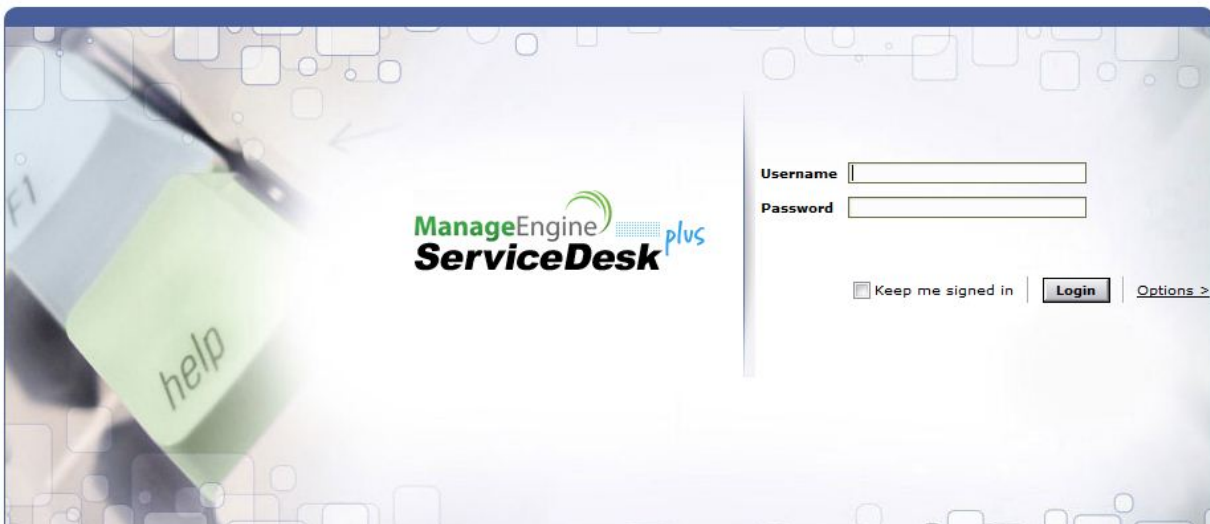


# HELP!!

If you have a tech issue, please submit it to the help desk. Do not email or leave a voice mail with your initial request. If we can't work on your issue at the moment the we receive the request, your request will probably be "buried" in our huge number of emails and voice mails that we receive. Our team can be more efficient if all of our requests are in one central location. That way, if we one of us is absent or out of the building, another tech member can pick up the request and have all of the needed information. DO feel free, however, to follow up on a request via email, phone, or visit to our office if you would like a status update of a submitted request.



Use your computer login to access the help desk



1. Click "New Issue"

Click the "requests" tab to see status of your request.

2. Skip this first section "requester details": These fields are locked.

3. Fields with \* are required.

4. Give us the details here.

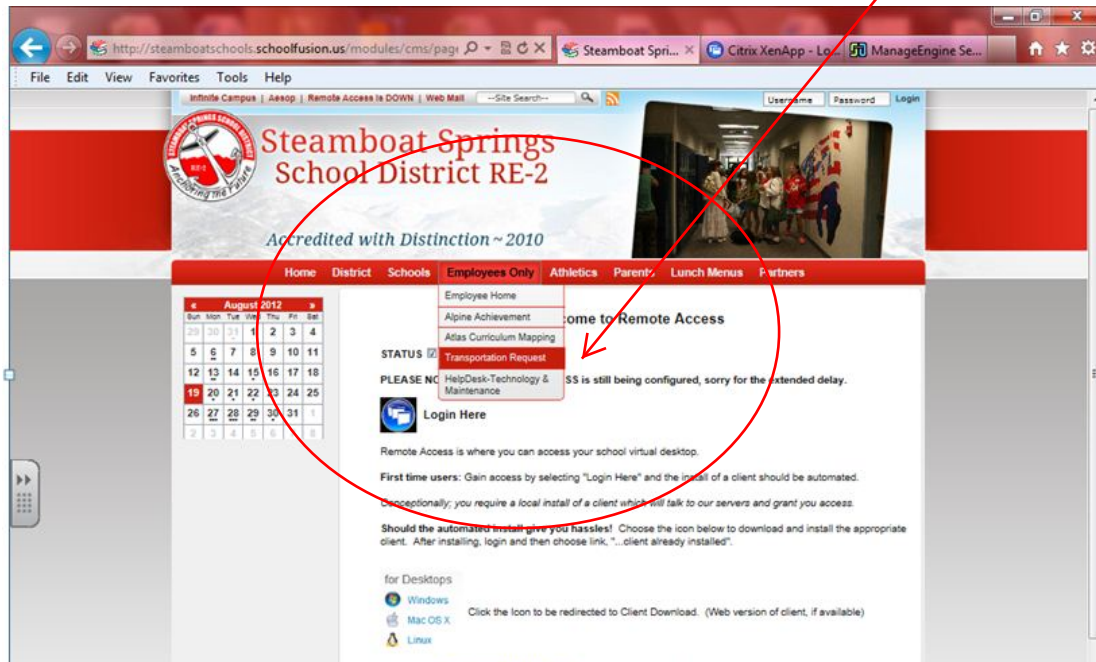
5. If you have a screenshot of an error message, attach here.

6. Click to submit your request

The screenshot displays the 'New Request' form in the ManageEngine ServiceDesk interface. The form is divided into several sections. The 'Requester Details' section at the top contains fields for Name (locked), Contact number, Department, Job Title, Site, Room #, Category, Group, Building, and Priority. Fields marked with an asterisk (\*) are required. Below this is a large text area for the 'Description' with a rich text editor toolbar. At the bottom, there is an 'Attachments' section with a file upload button and a footer with 'Add request', 'Reset', and 'Cancel' buttons. Red arrows and text boxes provide instructions: 1. Click 'New Issue' (points to the top left navigation bar). 2. Skip the 'Requester Details' section as fields are locked. 3. Fields with \* are required. 4. Provide details in the description area. 5. Attach screenshots of error messages here. 6. Click 'Add request' to submit.

## Transportation Requests:

You do not have a log in for transportation requests. The Office Managers in each building will submit all transportation requests on behalf of the staff in the building. If you have a need a bus or suburban for a field trip, please provide her with the details. Once the building principal has authorized the expense, your bus request will be submitted to the transportation director. You may ask your office manager to forward the email confirmation of the bus to you.





# Student Information System

Steamboat Springs School District uses Infinite Campus as its student information system.

Employees can access Infinite Campus by going to the district website at <http://www.steamboatschools.net>

Find the "Infinite Campus" quick link in the upper left corner of the web page.

The screenshot shows the Steamboat Springs School District RE-2 website. In the top left corner, there is a navigation bar with several links. The link "Infinite Campus" is circled in blue. Below the navigation bar, the website header features the district's name "Steamboat Springs School District RE-2" and the text "Accredited with Distinction ~ 2010". A large photo of a group of students is displayed on the right side of the header. Below the header, there is a red navigation bar with links: Home, District, Schools, Employees Only, Athletics, Parents, Lunch Menus, and Partners. The main content area is divided into three columns. The left column contains a calendar for August 2012. The middle column is titled "District Announcements" and contains three items: "Board of Education Meeting", "Steamboat Springs Schools TCAP", and "Strawberry Park Elementary School Supply Lists". The right column is titled "Upcoming Events" and contains three items: "Tomorrow", "8/21/2012", and "8/22/2012".

Pad 11:23 AM 100%

www.steamboatschools.net

Steamboat Springs School District RE-2 - Index

Infinite Campus News Records Access & DOWN Web Mail

Username Password Login

**Steamboat Springs School District RE-2**

Accredited with Distinction ~ 2010

Home District Schools Employees Only Athletics Parents Lunch Menus Partners

August 2012

Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3
4	5	6	7	8	9
10	11	12	13	14	15
16	17	18	19	20	21
22	23	24	25	26	27
28	29	30	31		

**District Announcements**

**Board of Education Meeting**  
Board of Education Meeting, Monday, August 20, 2012 at 6:00 pm  
Please click on the link below to be directed to Boardbook and the agenda and packet for the meeting:  
<https://v3.boardbook.org/Public/PublicHome.aspx?pk=1005692>

**Steamboat Springs Schools TCAP**  
Steamboat Springs schools continue to perform well on state assessments.  
[Click Here](#) for TCAP Press Release

**Strawberry Park Elementary School Supply Lists**  
Please click on the grade level to view the supply list:  
[Kindergarten](#) [1st Grade](#) [2nd Grade](#) [3rd Grade](#) [4th Grade](#) [5th Grade](#)  
[Lower Mont](#)

**Soda Creek Elementary School Supply Lists**  
Click on the grade level to view the supply list:  
[Kindergarten](#) [1st Grade](#) [2nd Grade](#) [3rd Grade](#) [4th Grade](#) [5th Grade](#)

**Upcoming Events**

**Tomorrow**  
\* - BOE Meeting  
6:30 PM - 8:00 PM

**8/21/2012**  
\* - Seniors & Juniors Check-in  
8:00 AM - 12:00 PM

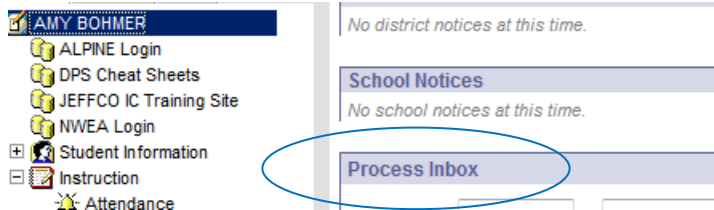
**8/22/2012**  
\* - Sophomores & Freshmen Check-in  
8:00 AM - 12:00 PM

**8/27/2012**  
\* - 7th Grade Registration  
8:00 AM - 12:00 PM



## Attendance in 5 easy steps:

1. LOGIN
2. Select Class (and grade if needed) Classes appear in the “Process Inbox”



3. Mark Attendance (A=Absent, U=unexcused, T=Tardy)
4. PUSH SAVE
5. Log off

Need More?

### Step 1 – LOGIN

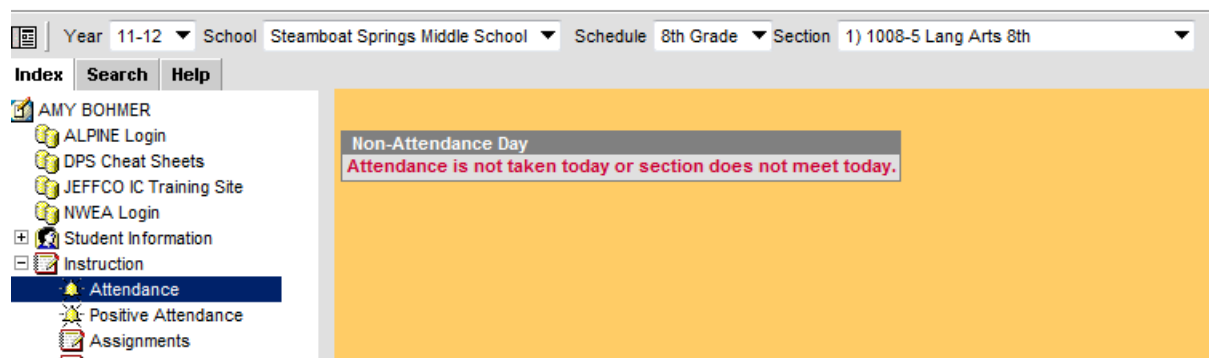
On the SSSD website <http://www.steamboatschools.net> is a link for infinite campus.

Forgot your password?

- Do a “Help Desk” with “reset infinite campus password” Your password will be reset to: sssd1234 Once you get in – you will be instructed to reset your password.

### Step 2 – Select Class

- If you have already taken attendance for a class – it will no longer show in the “Process Inbox”.
- If you want to change attendance (there are limitations here) go into the “Instruction” menu and select “attendance”. You can then select the class you want to adjust, make changes and push SAVE!



Check the following four boxes and save. If you want to have all classes function the same, click on the “Mass Assign to multiple sections” link at the bottom of the gray box. Click on the green arrow to return to the assignment tab.

Year **11-12** School **Steamboat Springs High School** Section **1) 2536A-111 AIGeo II (Combo)**

**Index Search Help**

- CAROLE BUELTER
  - ALPINE Login
  - DPS Cheat Sheets
  - JEFFCO IC Training Site
  - NWEA Login
  - Student Information
  - Instruction
  - Attendance
  - Assignments**
  - Grade Book
  - Grading By Task
  - Grading By Student
  - Daily Planner
  - Roster
  - Student Groups
  - Newsletter
  - Admin
  - Messenger
  - Reports
  - Census
  - Ad Hoc Reporting
  - Messenger
  - Surveys
  - Account Settings
  - Log Off

## 2536A-111 AIGeo II

Teacher: BUELTER, CAROLE D

**Assignments**

Assignment List Save Teacher Preference

### Teacher Preference

This changes the preferences for the section. If the section spans multiple terms, it will affect all terms.

- ☒ Hide Dropped Students
- ☐ Show Student Numbers
- ☒ Show Student Pictures
- ☐ Invert Seating Chart Auto-Placement (Start from the bottom)
- ☒ Use Seating Chart for Attendance
- ☒ Use Canned Comments
- ☐ Remove percentage and calculations when using Standards (Grade Book)

**Default Standard/Grading Task**  
Set the Standard or Grading Task you prefer the Grade Book to open with when it is first loaded.

**Web Site Address**  
Share the web address of this section (appears in the Portal to students and parents).

**Grade Book Last Updated**  
**Teacher Preference Last Modified**

[Mass Assign to multiple sections](#)

At the top under Calculate In Progress Grades , Select Grading Scale. Click on weight categories if applicable THEN fill all. Even though ALL assignments will be in the Semester/quarter task. Save and click on green arrow back to assignment list.

Year: 11-12 School: Steamboat Springs High School Section: 1) 2536a-111 AiGeo II (Combo)

**Index Search Help**

- CAROLE BUELTER
  - ALPINE Login
  - DPS Cheat Sheets
  - JEFFCO IC Training Site
  - NV EA Login
  - Student Information
  - Instruction
  - Attendance**
    - Assignments**
      - Assignment List Save
    - Grade Book
      - Grading By Task
      - Grading By Student
      - Daily Planner
    - Roster
    - Student Groups
    - Newsletter
  - Admin
    - Reports
  - Census
  - Ad Hoc Reporting
  - Surveys
  - Account Settings
  - Log Off

## 2536a-111 AiGeo II

Teacher: BUELTER, CAROLE D

Select calculation options for all standards/grading tasks assigned to this section.

Term & Standard / Grading Task		Calculation Options	
		No Calculation	Calculate In Progress Grade
		[Fill All]	Grading Scale: District Wide Grading Scale <input checked="" type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value [Fill All]
Standards			
Grading Tasks			
Term S1	Eligibility	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade <b>*Grading Scale:</b> District Wide Grading Scale <input checked="" type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value
Term S1	Mid-Term 1	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade <b>*Grading Scale:</b> District Wide Grading Scale <input checked="" type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value
Term S1	1st Quarter	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade <b>*Grading Scale:</b> District Wide Grading Scale <input checked="" type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value
Term S1	Mid-Term 2	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade <b>*Grading Scale:</b> District Wide Grading Scale <input checked="" type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value



### Step 3: On the Assignment tab, click on **Edit Categories**

Create each category with name and weight and assign to one or more classes and assign to grading task of semester. Save Category, Back to Edit Categories, repeat as needed till all categories are set-up. (Weight=0 for total points)

Year: 11-12 School: Steamboat Springs High School Section: 1) 2536a-111 AIGeo II (Combo)

Index Search Help

CAROLE BUELTER

- ALPINE Login
- DPS Cheat Sheets
- JEFFCO IC Training Site
- NWEA Login
- Student Information
  - General
  - PLP
  - Reports
- Instruction
  - Attendance
  - Assignments**
  - Grade Book
  - Grading By Task
  - Grading By Student
  - Daily Planner
- Roster
- Student Groups
- Newsletter
- Admin
  - Reports
- Census
- Ad Hoc Reporting
- Surveys
- Account Settings
- Log Off

### 2536a-111 AIGeo II

Teacher: BUELTER, CAROLE D

**Assignments**

Back to Categories Save Category Save & Add Assignment Delete Category

**Category Detail**

GroupID

\*Name: Quizzes / Assessments

\*Weight: 70

Sequence: 1

☐ Exclude this category from calculation

☐ Drop lowest score

Last Modified

**Sections**

Select sections for category placement. NOTE: Sections cannot be unchecked if they contain assignments aligned to this category.

Section
<input checked="" type="checkbox"/> 2536a-111 AIGeo II
<input checked="" type="checkbox"/> 2536a-122 AIGeo II
<input checked="" type="checkbox"/> 2536a-131 AIGeo II
<input checked="" type="checkbox"/> 2536a-151 AIGeo II

**Grading Tasks**

Select grading tasks to create alignments. NOTE: Tasks cannot be unchecked if the alignment has been scored.

Grading Task
<input type="checkbox"/> Eligibility
<input type="checkbox"/> Mid-Term 1
<input type="checkbox"/> 1st Quarter
<input type="checkbox"/> Mid-Term 2
<input type="checkbox"/> 2nd Quarter
<input type="checkbox"/> Final Exam
<input checked="" type="checkbox"/> Semester

Final example. Click on green arrow to return to assignment start page

Year: 11-12 School: Steamboat Springs High School Section: 1) 2536a-111 AIGeo II (Combo)

Index Search Help

CAROLE BUELTER

- ALPINE Login
- DPS Cheat Sheets
- JEFFCO IC Training Site
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- Student Information
  - General
  - PLP
  - Reports
- Instruction
  - Attendance
  - Assignments**
  - Grade Book
  - Grading By Task
  - Grading By Student
  - Daily Planner
- Roster
- Student Groups
- Newsletter
- Admin
  - Reports
- Census
- Ad Hoc Reporting
- Surveys
- Account Settings
- Log Off

### 2536a-111 AIGeo II

Teacher: BUELTER, CAROLE D

**Assignments**

Assignment List Create Category

To edit a category click its name, for a new category click the "Create Category" button.

Category	Course - Section > Task/Standard	Weight	Exclude	Drop Lowest
Quizzes / Assessments	AIGeo II - 111 > Semester AIGeo II - 122 > Semester AIGeo II - 131 > Semester AIGeo II - 151 > Semester	70.0	<input type="checkbox"/>	<input type="checkbox"/>
Homework	AIGeo II - 111 > Semester AIGeo II - 122 > Semester AIGeo II - 131 > Semester AIGeo II - 151 > Semester	20.0	<input type="checkbox"/>	<input type="checkbox"/>
Final Exam	AIGeo II - 111 > Semester AIGeo II - 122 > Semester AIGeo II - 131 > Semester AIGeo II - 151 > Semester	10.0	<input type="checkbox"/>	<input type="checkbox"/>

#### Step 4: Next, click on Create Assignment

Give the assignment a name, abbreviation ( the description,objective & references are optional and can be viewed but default is hidden. **Apply to as many sections as needed.** Scroll down, there are mandatory fields at the bottom of the window. There are several Save options. When finished return to Assignment List.

Year: 11-12 School: Steamboat Springs High School Section: 1) 2536a-111 AIGeo II (Combo)

**2536a-111 AIGeo II**  
Teacher: BUELTER, CAROLE D

**Assignments**  
Assignment List Daily Planner Save Save & Score Save & Create New Assignment Delete Assignment

**Assignment Detail**  
ActivityID  
\*Name: How I used math over summer vacation  
\*Abbreviation: SVac  
Test Strand: [Dropdown]  
Last Modified: [Dropdown]  
Hide Description, Objectives, and References Fields

**Description**  
Cutting and pasting from third party products, e.g., Microsoft Word, is not recommended.  
This is a writing assignment to have the students express different ways that they used math over their summer vacation.

**Objectives**  
Cutting and pasting from third party products, e.g., Microsoft Word, is not recommended.  
To increase awareness of math usage in everyday life

**References**  
Cutting and pasting from third party products, e.g., Microsoft Word, is not recommended.

**Sections**  
Select which sections get this assignment.

Section	Active	Hide	Assigned	*Due	Seq	Student Group
[Dropdown]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Dropdown]	[Dropdown]	No Groups

Year: 11-12 School: Steamboat Springs High School Section: 1) 2536a-111 AIGeo II (Combo)

**2536a-111 AIGeo II**  
Teacher: BUELTER, CAROLE D

**Assignments**  
Assignment List Daily Planner Save Save & Score Save & Create New Assignment Delete Assignment

2536a-151 AIGeo II [Dropdown] [08/16/2011] [08/19/2011] 1 No Groups

**Standards**  
Select which standards get this assignment.

Standard	Scoring Type	*Total Pts	*Multiplier
[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]

**Grading Tasks**  
Select which grading tasks get this assignment.

Grading Task	Scoring Type	*Total Pts	*Multiplier
<input type="checkbox"/> Eligibility No Categories			
<input type="checkbox"/> Mid-Term 1 No Categories			
<input type="checkbox"/> 1st Quarter No Categories			
<input type="checkbox"/> Mid-Term 2 No Categories			
<input type="checkbox"/> 2nd Quarter No Categories			
<input type="checkbox"/> Final Exam No Categories			
<input checked="" type="checkbox"/> Semester <input checked="" type="radio"/> Bell Ringers <input type="radio"/> Final Exam <input type="radio"/> Homework <input type="radio"/> Quizzes / Assessments <input type="radio"/> xxx	<input checked="" type="radio"/> Points <input type="radio"/> Marks	5	1

## STEP 5: Copy Assignments (Optional)

If you want to copy assignments from last year, click on Copy Assignments. On left hand side scroll down to last year, and select the course section that you want to copy from

On the right hand side choose the course section from this year that you want to copy to. Check the boxes in front of the specific assignments that you wish to copy. Click on next.

The screenshot shows the 'Assignment Copier' interface. On the left is a navigation menu with options like 'Index', 'Search', 'Help', and various user links. The main area is titled '2536a-111 AI Geo II' with teacher 'BUELTER, CAROLE D'. Below the title are two dropdown menus: 'Select Source Section' and 'Select Destination Section'. The source section is '10-11 Steamboat Springs High S (Combo)' and the destination section is '6) 2541a-161 Advanced Math'. Below these are two lists of assignments. The source list has 22 assignments, with the last one checked. The destination list has 0 assignments. A table of assignments is shown below the source list, with checkboxes for selection and due dates.

	Assignment Name	Due Date
<input type="checkbox"/>	Linear Quiz	09/09/2010
<input type="checkbox"/>	Radical/exponent/factoring review (prac.79/68)	09/22/2010
<input type="checkbox"/>	radical/exponent/factoring quiz	09/22/2010
<input type="checkbox"/>	Factoring:with leading coefficient	09/24/2010
<input type="checkbox"/>	Quadratic Unit Quiz	10/11/2010
<input type="checkbox"/>	Quadratic Unit Assessment	10/13/2010
<input type="checkbox"/>	Quadratic Test Corrections*Extra Credit	10/26/2010
<input type="checkbox"/>	1st Quarter Grade: Classwork/Homework Grade	10/22/2010
<input type="checkbox"/>	1st Quarter Grade: Test/Quiz Grade	10/22/2010
<input type="checkbox"/>	Inequality Quiz	10/29/2010
<input checked="" type="checkbox"/>	Mod.7 Act1 & 3 Review (partner/notes/teacher help)	11/09/2010

Review (last chance to uncheck) and click copy assignments

The screenshot shows the 'Assignment Copier' interface with the 'Copy Assignments' button highlighted. The main area is titled '2536a-111 AI Geo II' with teacher 'BUELTER, CAROLE D'. Below the title are two dropdown menus: 'Select Source Section' and 'Select Destination Section'. The source section is '10-11 Steamboat Springs High S (Combo)' and the destination section is '6) 2541a-161 Advanced Math'. Below these are two lists of assignments. The source list has 22 assignments, with the last one checked. The destination list has 0 assignments. A table of assignments is shown below the source list, with checkboxes for selection and due dates.

	Assignment Name	Due Date
<input checked="" type="checkbox"/>	Linear Quiz	09/09/2010
<input checked="" type="checkbox"/>	Radical/exponent/factoring review (prac.79/68)	09/22/2010
<input checked="" type="checkbox"/>	radical/exponent/factoring quiz	09/22/2010
<input checked="" type="checkbox"/>	Factoring:with leading coefficient	09/24/2010
<input checked="" type="checkbox"/>	Quadratic Unit Quiz	10/11/2010
<input checked="" type="checkbox"/>	Quadratic Unit Assessment	10/13/2010
<input checked="" type="checkbox"/>	Quadratic Test Corrections*Extra Credit	10/26/2010
<input checked="" type="checkbox"/>	1st Quarter Grade: Classwork/Homework Grade	10/22/2010
<input checked="" type="checkbox"/>	1st Quarter Grade: Test/Quiz Grade	10/22/2010
<input checked="" type="checkbox"/>	Inequality Quiz	10/29/2010
<input checked="" type="checkbox"/>	Mod.7 Act1 & 3 Review (partner/notes/teacher help)	11/09/2010

Here is your opportunity to inactivate, and/or set assigned and due dates. (Due dates are very helpful for parents)

Steamboat Springs High School Section 6) 2541a-161 Advanced Math (Combo)

### 2541a-161 Advanced Math

Teacher: BUELTER, CAROLE D

**Assignments**

Edit Teacher Preferences Edit Grade Calc Options Edit Categories Create Assignment Copy Assignments View Tree Validate

Filter: Term: Standard/Task: Category: Student Group:

S1 All Standards/Tasks All Categories All Student Groups Edits to this list save automatically.

Active	Hide	Assigned Date	Due Date	Assignment Name	Alignment	T	M	L	I	Ch
<input type="checkbox"/>	<input type="checkbox"/>			Can it Christmas Quiz	Semester > Tests/Quizzes/assessments > S1 (0/21)	0	0	0	0	0
<input type="checkbox"/>	<input type="checkbox"/>			Can it Quizette (open note/circle)	Semester > Tests/Quizzes/assessments > S1 (0/21)	0	0	0	0	0
<input type="checkbox"/>	<input type="checkbox"/>			Christmas Quiz Corrections: extra credit	Semester > Class Work/Home Work/Misc > S1 (0/21)	0	0	0	0	0
<input type="checkbox"/>	<input type="checkbox"/>			Class Work: Can It P60:WU1-S, 1.2-1.5	Semester > Class Work/Home Work/Misc > S1 (0/21)	0	0	0	0	0

#### Step 6: Input Grades

From the assignment tab, click on an active assignment that has the assigned and due date filled in. Click on save and score. **You can use the T code for turned in immediately**, or an actual score when you grade. Fill all or fill empty with a specific score to save time. Remember comments are seen by students/parents. **SAVE** scores! Once you have created assignments scores can also be added in the gradebook.

Steamboat Springs High School Section 6) 2541a-161 Advanced Math (Combo)

### 2541a-161 Advanced Math

Teacher: BUELTER, CAROLE D

**Assignments**

Assignment List Daily Planner Save Scores Save & Create New Assignment

Class Work: Can It P60:WU1-S, 1.2-1.5

Assigned Date: 08/15/2011 Due Date: 08/17/2011 Total Points: 15

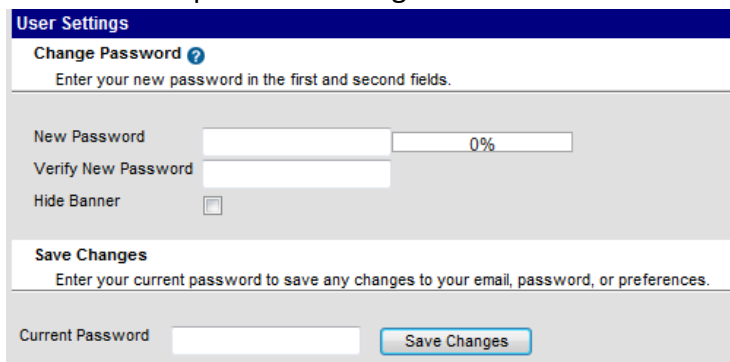
Standard & Grading Task Legend GT1 - Semester

Students	Att 08/17	Scores		T	M	L	I	Ch	X
		Score Fill							
		GT1	Dr						
10 Becker, Ellie Leilani #20972		15							
11 Bertrand, Jessica Grace Colette #104146		15							
10 Borgarding, Kelly Marie #20811									
09 Caragol, Ian Raleigh #20931									
11 Erspamer, Gabriele NMN #104373									
10 Gold, Arielle Townsend #502509									
10 Holmquist, Alice Marie #10528									
10 Kolberg, Kadie Helene									

Hit CTR-SHIFT-L to spell check this field.

## Infinite Campus User Settings

1. To reset your password click on **Index>>Account Settings**. Enter your new password twice then enter your current password and click **Save Changes**. **Note:** If you click the **Hide Banner** check box, the Infinite Campus White Banner goes away and gives you more screen space for viewing.



**User Settings**

**Change Password ?**  
Enter your new password in the first and second fields.

New Password   0%

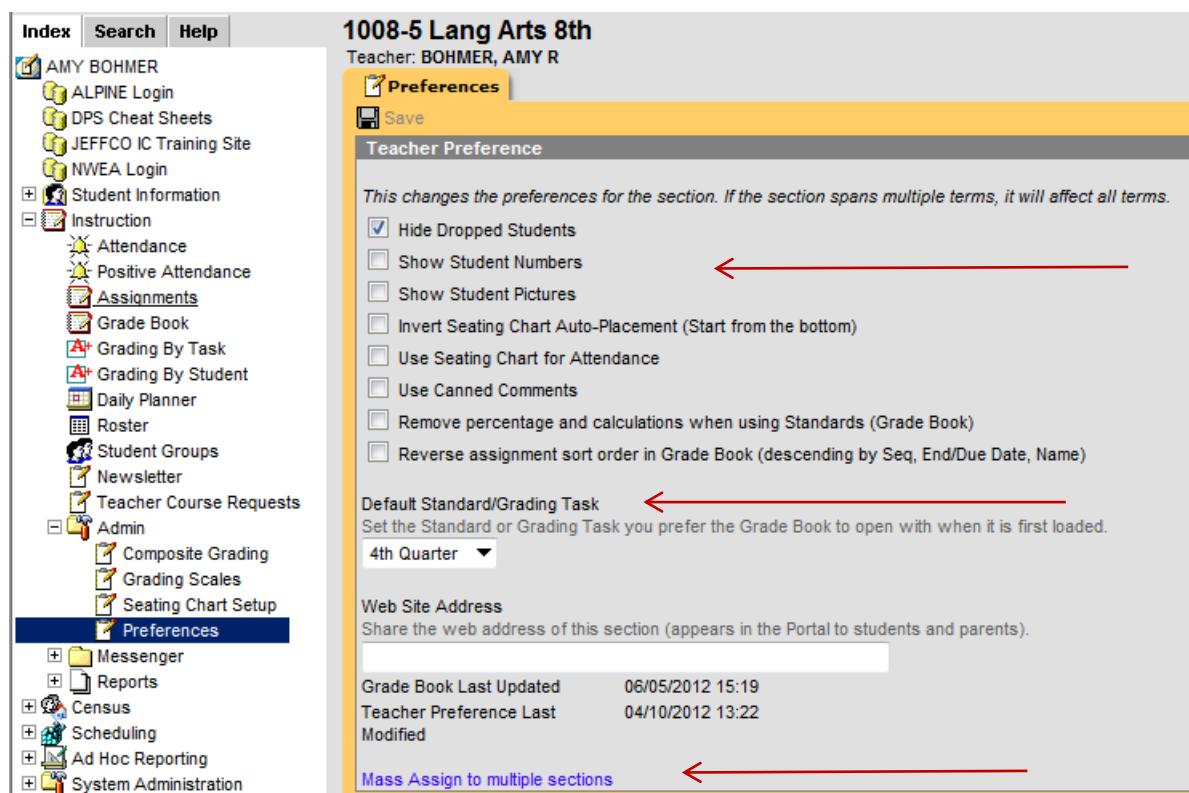
Verify New Password

Hide Banner ☐

**Save Changes**  
Enter your current password to save any changes to your email, password, or preferences.

Current Password

2. Click on **Index>>Admin>>Preferences**. Select the Teacher Preference that you want and click **SAVE**. The Default Standard/Grading Task drop down allows you to set your grade book to open in the quarter spreadsheet you select. You can assign these preferences to multiple sections by selecting the blue link at the bottom.



**Index Search Help**

**1008-5 Lang Arts 8th**  
Teacher: BOHMER, AMY R

**Preferences**

**Teacher Preference**

*This changes the preferences for the section. If the section spans multiple terms, it will affect all terms.*

☒ Hide Dropped Students

☐ Show Student Numbers ←

☐ Show Student Pictures

☐ Invert Seating Chart Auto-Placement (Start from the bottom)

☐ Use Seating Chart for Attendance

☐ Use Canned Comments

☐ Remove percentage and calculations when using Standards (Grade Book)

☐ Reverse assignment sort order in Grade Book (descending by Seq, End/Due Date, Name)

**Default Standard/Grading Task** ←  
Set the Standard or Grading Task you prefer the Grade Book to open with when it is first loaded.  
4th Quarter ▼

**Web Site Address**  
Share the web address of this section (appears in the Portal to students and parents).

Grade Book Last Updated 06/05/2012 15:19  
Teacher Preference Last Modified 04/10/2012 13:22

[Mass Assign to multiple sections](#) ←

**Index**  
AMY BOHMER  
ALPINE Login  
DPS Cheat Sheets  
JEFFCO IC Training Site  
NWEA Login  
Student Information  
Instruction  
Attendance  
Positive Attendance  
Assignments  
Grade Book  
Grading By Task  
Grading By Student  
Daily Planner  
Roster  
Student Groups  
Newsletter  
Teacher Course Requests  
Admin  
Composite Grading  
Grading Scales  
Seating Chart Setup  
**Preferences**  
Messenger  
Reports  
Census  
Scheduling  
Ad Hoc Reporting  
System Administration

3. To set up a seating chart go to **Index>>Admin>>Seating Chart Setup**

You have auto create for a few choices or you can use the drop down menu to add students to a seat. If you have selected “Show student photos” in your setup they will display in the seating chart. You also have the option to use the seating chart for attendance. (See screen shot on previous page) A printout of your seating chart with pictures for your Sub-Folder is often helpful.

**Seating Chart Setup**

Print Save Clear Auto Fill-Alpha Auto Fill-Random Display Lab Chart

**Seating Chart Dimensions**

Rows: 6 Columns: 5 Save Dimension

[Toggle Help On/Off](#)

**Print Options**

Please save modifications to the seating chart before printing.

Font Size: 9 pt ☐ Print students' pictures

**Standard Seating Chart**

Course(s): 1008 Lang Arts 8th  
Student Count: 19

	Column 1	Column 2	Column 3	Column 4	Column 5
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/> Exclude Seat	<input type="checkbox"/> Exclude Seat	<input type="checkbox"/> Exclude Seat	<input type="checkbox"/> Exclude Seat	<input type="checkbox"/> Exclude Seat
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/> Exclude Seat	<input type="checkbox"/> Exclude Seat	<input type="checkbox"/> Exclude Seat	<input type="checkbox"/> Exclude Seat	<input type="checkbox"/> Exclude Seat
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select **Assignments>Edit Grade Calculation**. Be sure that you have selected a grading Scale. If you select it in the gray box and then click **Fill All** it will apply that grading scale to all sections of that course that you teach. Be sure to repeat this process for each **Course** you teach.

The screenshot shows the 'Edit Grade Calculation' interface for the course '9086-811 Industrial Arts 8th'. The left sidebar contains a navigation menu with 'Assignments' highlighted. The main area displays a table for 'Grading Tasks' with the following structure:

Term & Standard / Grading Task		No Calculation	Calculation Options
		<input type="button" value="Fill All"/>	Calculate In Progress Grade Grading Scale: District Wide Grading Scale <input type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value <input type="button" value="Fill All"/>
Standards			
Grading Tasks			
Term Q1	Mid-Term 1	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade *Grading Scale: District Wide Grading Scale <input type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value
Term Q1	1st Quarter	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade *Grading Scale: District Wide Grading Scale <input type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value

Finally be sure to click **Save** before changing courses.

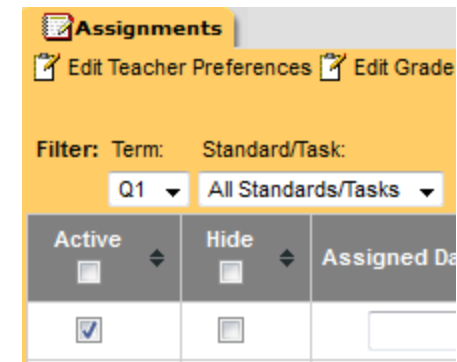
**NOTE\*\*** You will know if you have attached a grading scale to a section if you see a letter grade in the yellow **In Progress** grade section of your grade book.

## POSTING GRADES

Be sure that all your grades are active by reviewing the check boxes on the Assignments page.

Then go to your Grade Book.

To post your grades, right click in the yellow or green area. Select **Post Grades to other task**. **Mid-Term 1** should be bold once the grading window has been opened. The **Save** button should now be red, be sure to click save. To verify that your grades are posted to the mid-term, go to the dropdown menu and switch to the **Mid-Term 1** grading task. Your posted grades will appear in the green **Posted** area.

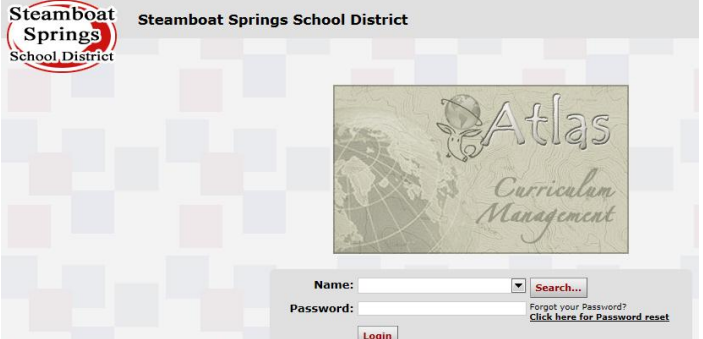




The screenshot shows the 'Grade Book' interface. On the left is a sidebar with a menu including 'Index', 'Search', 'Help', and various links like 'TRAVIS BRYANT', 'ALPINE Login', 'DPS Cheat Sheets', 'JEFFCO IC Training Site', 'NWEA Login', 'Student Information', 'Instruction', 'Attendance', 'Positive Attendance', 'Assignments', 'Grade Book', 'Grading By Task', 'Grading By Student', 'Daily Planner', 'Roster', 'Student Groups', 'Newsletter', 'Teacher Course Requests', 'Admin', 'Messenger', and 'Reports'. The 'Grade Book' link is highlighted. The main area shows a table with columns for 'Student', 'Pts', 'Poss', '%', 'Grd', and 'Posted'. The 'Posted' column is highlighted in green. A red arrow points to the 'Save' button at the top left. Another red arrow points to the 'Post Grades to other task' option in the dropdown menu. The table lists students and their grades for 'Q1 - 1st Quarter' and 'Q1 - Mid-Term 1'.

Student	Pts	Poss	%	Grd	Posted	%	Grd	%	w1 [25]	w2 [20]	w3 [25]	w4 [25]	w5 [25]
08 Brownell, Alexander R	248.00	268.00	92.48	A-				93.68	25	20	24	20	
08 Cook, Jessica F	150.00	188.00	80.65	B-				93.33	25		25	20	
08 de Jong, Troy M	252.00	268.00	94.74	A				100.00	25	20	25	25	
08 Elliott, Taylor M	254.00	268.00	95.49	A				100.00	25	20	25	25	
08 Farrell, Margaret A	256.00	268.00	96.24	A				100.00	25	20	25	25	
08 Gamber, Max W	250.00	268.00	93.98	A				94.74	20	20	25	25	
08 Gomez, Citlalli F	224.00							96.84	25	20	22	25	
08 Holm, Zachary R	187.00							97.89	25	20	24	24	
08 Kortas, Taylor A	257.00								25	20	25	25	
08 Lang, Scott M	249.00	268.00	93.61	A				95.79	25	20	24	22	



**Other Web Based Tools You May Need:** All can be found on the District Webpage under “Employees Only”. Some are linked on the drop down menu and other can be found on the “Employee Home” page.

<p>Atlas Curriculum Mapping: (Found on the drop down menu) This is our curriculum writing tool. You will be given more direction on using this within your own building. Call Marty Lamansky if you have problems logging in.</p>	
<p>Alpine Achievement: (Found on the drop down menu) This is our data warehouse for students. Most Assessment data can be found here. Call Deb Brabenec if you have problems logging on or seeing your classes.</p>	
<p>Aesop: (Found as a Quick Link or on the Employee Home page) This is the system used for getting a substitute and/or requesting a sick day. Please note there are specific procedures for use of Annual Leave Days. See district policy or ask your Principal. Call Lisa Harms if you have trouble with the system.</p>	
<p>Alto Employee Portal: (Found on the Employee Home page) This is where you will find your payroll receipts, W-2 information, benefits and more. You will need to know your Employee number to create an account. Your office manager can help you with that. Call Lisa Harms if you have any other problems with the system.</p>	

Remote access the first time. You need to download the Citrix Receiver, which allows your computer to connect to the district's network. Click [here](#) to get the download for your computer and install it.

